

Rent to Rent Determination for Potential Low Income Tenant

Name of Grantee: _____ Sponsor/CHDO _____

Name and Address of Project: _____

Short Description of Project _____

Name of Tenant _____

Circle Funding: HOME, CDBG, HOPWA, SHP, NSP, CDBG-R, Public Housing, Sec 202/811

Issue Being Determined: Whether household meets the low income criteria and their Replacement Housing Payment should be calculated using income as the base rent.

Criteria: 49 CFR 24.2 (a) Household Income; HUD Handbook 1378 (6-2)(C)(1)(e),

Analysis: Analyze the answers to the following questions and supporting documentation

1. Does Section 104(d) apply to the project? If so, use the Section 104(d) Income template.
2. Does household's income meet the Section 8 low income limits at the time the claim is filed?
3. Are all sources of income documented i.e., wages, self employment, SSA/SSI, pensions, disability, unemployment, self-certification, etc?
4. Does there appear to be any unstated income i.e., is the documented income sufficient to meet household expenses? Does the file document any other reasons for income/expense discrepancies like other assets, former members of the household, periodic uncovered employment? If no, obtain the household's explanation of income and expenses. Review the explanation and file documents to determine the likelihood of other income but do not impute income. Instead go to #5.
5. Was the household notified in writing that: a) income could not be documented, b) what documents were required to be submitted, c) the deadline for submitting the documents, and d) the consequences of not providing the documents. How did the household respond?
6. If low income cannot be established compute housing payment using rent to rent formula.

Determination/ Rationale for Determination:

Authorized Official's Signature

AUTHORIZED OFFICIAL'S NAME AND TITLE

Date of Determination:

Attached Documents Which Support Conclusion: HUD Income limits in effect at the time of the relocation, Income documentation, documentation of attempts to resolve income conflicts, correspondence with household, budget analyses, local policies on income, staff or consultant observations/ conversations with household member(s).